



Position Description for:
Program Manager

Effective Date: September 2025

Reports To: Board of Directors

Job Summary: The Program Manager is responsible for leading, developing, and delivering all athletic programs under the Kimberley Alpine Team (KAT). This role encompasses strategic planning, coaching leadership, athlete development, and stakeholder engagement, with a focus on creating a safe, inclusive, and high-performance environment. The Program Manager ensures alignment with the Long-Term Athlete Development (LTAD) model and promotes excellence across all KAT programs and coaching activities.

Major Work Activities and Responsibilities:

Strategic Planning and Program Development

- Develop and communicate the club-wide training philosophy in alignment with the Board's strategic objectives.
- Participate in Board-led planning processes to evaluate and refine the club's program strategy.
- Ensure program design aligns with national and provincial standards, including the Alpine Canada LTAD model.

Technical Program Coordination & Delivery

- Design and lead on-snow coaching sessions, training camps, and dryland programs.
- Implement and uphold safety protocols during all training and competition activities.
- Maintain consistency in technical models and coaching practices across all age groups.
- Deliver team-building initiatives, ski tuning education, and athlete support programs, including injury management and return-to-play coordination.

Coaching Leadership & Development

- Provide mentorship and support to the coaching team.
- Recruit, hire, and manage coaching staff to ensure appropriate staffing across all programs.
- Oversee the creation and implementation of age-appropriate training plans.
- Facilitate regular coach meetings, training sessions, and professional development opportunities.
- Conduct mid-season and end-of-season performance reviews for coaching staff.

Communication & Stakeholder Engagement

- Maintain clear and consistent communication with athletes, families, coaches, and the Board of Directors.
- Act as a visible leader during training, competition, and community events.
- Foster positive relationships with Kimberley Alpine Resort, Dreadnaught Racing, and other facility partners.
- Serve as the club's representative at events and in meetings with BC Alpine, Freestyle BC, Alpine Canada, and other partner organizations.

Education and Knowledge Required: (Describe required academic, technical and business education required and how used.)

- NCCP (National Coaching Certification Program) certification or equivalent in ski coaching.
- Strong understanding of Long-Term Athlete Development (LTAD) and athlete-centered coaching.
- Knowledge of training design, safety standards, and program delivery in alpine and freestyle skiing.
- Familiarity with the operational and organizational structures of Alpine Canada and BC Alpine.

Experience and Technical Skills Required: (Describe required work experience and technical skills; and how used.)

- Significant experience as a ski coach, including technical program development.
- Demonstrated leadership in coaching teams and mentoring staff.
- Proven ability to manage multi-faceted athletic programs and deliver athlete-centered results.
- Excellent communication, interpersonal, and conflict resolution skills.
- Strong organizational skills, with the ability to manage logistics, staff, and performance evaluation.



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Abilities and Competencies Required: (Describe the capabilities and competencies required and how they will be used.)

Coaching and Developing Others

- Level 3 – Preventive
- Builds on the strengths of the workplace and reduces internal weaknesses through training and development. Recognizes strengths and development areas within coaching staff and aligns duties accordingly. Provides encouragement, support, and coaching to help individuals and teams succeed.

Program and Project Management

- Level 3 – Preventive
- Develops and oversees multiple plans for internal teams, anticipates risks, and takes proactive steps. Manages competing priorities, aligns resources, and adjusts strategies as needed to ensure successful delivery of programs and events.

Organizational and Environmental Awareness

- Level 2 – Continuous
- Continuously aligns the role and responsibilities with the broader objectives of the organization. Demonstrates understanding of how internal roles, policies, and processes interact with external organizations such as BC Alpine, Alpine Canada, and training facility partners.

Networking and Relationship Building

- Level 3 – Preventive
- Builds strategic networks and partnerships with key stakeholders to support both current and future program needs. Uses professional relationships to solve complex issues, share resources, and advance the goals of the club and the sport regionally.

Strategic Thinking

- Level 2 – Continuous
- Uses past experience and organizational knowledge to align program objectives with the club's long-term goals. Adjusts responsibilities and initiatives in response to changing conditions or opportunities, with an understanding of internal and external factors.

Communication

- Level 3 – Preventive
- Adapts communication methods to suit different audiences and situations, including delivering constructive feedback and leading team discussions. Presents complex ideas clearly, summarizes key points, and ensures communication fosters understanding and alignment.

Accountabilities: (Describe what the position is accountable for.)

- Oversee safe, effective, and inclusive delivery of all training and competition programs.
- Ensure athlete development pathways are aligned with LTAD and club values.
- Manage recruitment, training, and performance of coaching staff.
- Serve as the primary point of contact for technical programming and stakeholder partnerships.

Working Conditions:

- On-hill and off-hill work, including alpine ski terrain and dryland facilities.
- Evening and weekend work is required during peak season, as well as travel for events.
- Work will occur in outdoor environments with varying weather conditions.

Performance Measures: (Describe how performance may be evaluated.)

- Achievement of key responsibilities and accountabilities.
- Feedback from the Head Coach, team members, and parents.
- Accuracy and timeliness of administrative tasks.



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- Effectiveness of event coordination and financial management.
- Adherence to organizational policies and procedures.

Approved By:

Issued By:

Date:

Date:

Note: This job description/profile is general in nature and serves only as a guide for the job responsibilities of the position indicated. It is not intended to be all-inclusive. Understand that management reserves the right to periodically add, modify or change responsibilities.